How to request Special Consideration for an assessment

This is a guide to assist you with submitting a Special Consideration application for an assessment at Southern Cross University:

**Special Consideration for Assessment**

a) Extension of the due date for an assessment task, other than an examination (e.g. assignment extension).

b) Special Consideration in relation to a Completed Assessment Task, including an end-of-unit Examination.
First Steps

This form is accessible through My Enrolment (eForms CiA), the SCU Special Consideration webpage and the Blackboard site. From each location you will be taken to My Enrolment to login.

1. When logging in directly through My Enrolment. Login using your student ID and password.

NOTE: If you require special consideration for an exam (an examination in lieu of normal examination), please complete the Special Exam eForm.

For further information visit: https://www.scu.edu.au/current-students/student-administration/special-consideration/
Special Consideration application

2. Navigate to the eForms CiA Tab and select the Special Consideration for Assessment form.

Note: This step is only required when logging in through My Enrolment directly.
3. Check your contact details and select your course details from the drop-down options.
4. Select your required reason for the application.

Note: your reason must be in line with the Rule 3 — Coursework Awards — Student Assessment and Examinations: Section 4 — Grounds for Special Consideration.
5. Please provide further details to explain why you are seeking special consideration on the free text line.

Units for which you are seeking Special Consideration:

- Health

Grounds for Special Considerations comments

Are you registered with Student Equity and Inclusion and have a Learning Access Plan that includes an academic adjustment of extensions on assessments? *
6. Select the unit that applies to this application.

Assessment Task Variation - Request One

If you cannot locate the required Unit (e.g. already completed or failed) you must contact Client Services.

Select the relevant unit for this application. You will have an opportunity to add a 2nd unit later in the application.
7. Select from the drop-down options your “Type of task”, “Assessment due date” and “Number of additional days requested”.

Once you select the 'Assessment due date' and submit the requested 'Number of additional days requested' the new due date will be automatically updated.
8. Select from the drop down options your responses to the remaining questions.

- Have you previously been granted an extension for this assessment? *

- Have you already submitted your assessment, therefore requesting special consideration in marking? *

- Would you like to make a request for another unit? *
9. You will have the option to complete additional requests for either the same unit or different units.

Note: You can apply for up to 5 requests in one application.
Note: You are required to submit **supporting documentation** if you are requesting an extension greater than three days (session-based unit) or one day (study period unit).

10. To add documentation, select +Add and select from:

   1) Add from local drive (document from your computer),
   2) Add note (free text),
   3) Add URL (website address).
11. Accept your Declaration and select SUBMIT (Top right-hand corner of the application).
Note: Questions marked with an asterix (*) are mandatory. If you have missed a step through the process you will receive an error message, example below.

The error message will provide you with the details on what you are required to do to complete the form before submitting.
12. Once submitted successfully you will see the form submitted screen with your reference number.

Form Submitted

Reference: S1_V3_2020_00052

Your application for Special Consideration for Assessment has now been received and will be processed accordingly. You will be contacted if we require further information, otherwise you will be advised of the final outcome of your application via your student email.

You can review and track the forms you have filled out by clicking Forms on your home page.

DONE
Having trouble?

Contact us!

scu.edu.au/current-students/student-administration/

1800 005 687  enquiry@scu.edu.au